

Date

Division for Air Quality

Insert Address

RE: Semiannual Report (Facility ID: **XX-XXX-XXXXXX**)

Dear Mr. _____ :

This letter is submitted in compliance with Section C of permit *Insert Permit Number*. The monitoring requirements stated in our permit are as follows.

1. Maintain a log of all routine and non-routine maintenance performed on all control devices (Section C, General Condition F.1.B).
2. Daily observations are required during daylight hours of all operations, control equipment and any visible emissions to determine whether conditions appear to be either normal or abnormal. If the operations, controls and/or emissions appear to be abnormal, the permittee must then comply with the requirements of Section C – General Conditions, C.1.B., of *Insert Permit Number* (Section C, General Condition F.1B).
3. Maintain a log of monthly production rates (Section C, General Condition F.1C).

This letter certifies that the information listed above was collected and maintained for the period from July 1, 2007 to December 31, 2007. Our next semiannual monitoring report will cover the period from January 1, 2008 to June 30, 2008. Should you have any questions, please call *insert contact information* _____.

I, THE UNDERSIGNED, HEREBY CERTIFY UNDER PENALTY OF LAW, THAT I AM A RESPONSIBLE OFFICIAL, AND THAT I HAVE PERSONALLY EXAMINED, AND AM FAMILIAR WITH, THE INFORMATION SUBMITTED IN THIS DOCUMENT AND ALL ITS ATTACHMENTS. BASED ON MY INQUIRY OF THOSE INDIVIDUALS WITH PRIMARY RESPONSIBILITY FOR OBTAINING THE INFORMATION, I CERTIFY THAT THE INFORMATION IS ON KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE OR INCOMPLETE INFORMATION, INCLUDING THE POSSIBILITY OF FINE OR IMPRISONMENT.

Sincerely,